

# Key Information for Connecticut Claims Preparers for School Nutrition Programs

This document provides an overview of important information and resources for Connecticut claims preparers regarding the entry of accurate claims for reimbursement for the U.S. Department of Agriculture's (USDA) school nutrition programs, operated by the district's school food authority (SFA). School nutrition programs include the [National School Lunch Program \(NSLP\)](#), [School Breakfast Program \(SBP\)](#), [Afterschool Snack Program \(ASP\)](#), [Seamless Summer Option \(SSO\)](#) of the NSLP, [Fresh Fruit and Vegetable Program \(FFVP\)](#), and [Special Milk Program \(SMP\)](#).

All claims preparers who are responsible for preparing claims must work with their claim submitter to ensure that the monthly claim is submitted timely. This means that the claims preparer must

- notify the claims submitter that the monthly claim is ready to be submitted (after the claim is prepared); and
- check **before** the due date to ensure that the claim has been submitted.

Additionally, the claims preparer must receive e-mails from the Connecticut State Department of Education's (CSDE) e-mail distribution list for Connecticut's school nutrition programs. This e-mail distribution list provides important notifications regarding the federal and state requirements for school nutrition programs. If you do not receive these e-mails, please contact your assigned county consultant, listed in the CSDE's document, [County Assignments for School Nutrition Programs](#).



## Annual Calendar for School Nutrition Programs

The CSDE's [Calendar of School Nutrition Program Requirements and Activities](#) assists Connecticut schools and institutions that participate in the USDA school nutrition programs with planning for the school year. SFAs should distribute this calendar to each person responsible for completing tasks related to the NSLP, SBP, ASP, and SMP.

## Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)

The [CNP System](#) is a web-based software solution that provides Connecticut administrators, state users, and sponsors with efficient and immediate access to applications, claims, and related nutrition program functions for the USDA's [Child Nutrition Programs](#). The CNP Online System allows authorized users to submit and approve applications, claims, and miscellaneous forms online, as their security rights permit. It is important that login IDs and passwords be kept confidential and are not shared. For more information, review the CSDE's document, [School Nutrition Programs User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System](#).

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SFAs must submit claims for reimbursements in a timely manner, according to the CSDE's claims submission schedule. For more information, visit the CSDE's [Claim Submission Schedule](#) webpage.

## User ID and Password Information

The CSDE's document, *School Nutrition Programs User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System*, outlines the procedures for the USDA's school nutrition programs regarding access rights to the CSDE's CNP System. **Note:** Do not share user access information with others.

## Meal Counting and Claiming Process

The CSDE's document, *Overview of Meal Counting and Claiming Process*, summarizes the CSDE's requirements for the meal counting and claiming process in local educational agencies (LEAs), and assists LEAs with meeting the USDA's NSLP regulations. For more information, visit the CSDE's [Meal Counting and Claiming for School Nutrition Programs](#) webpage.

## CSDE's Operational Memoranda

The CSDE's operational memoranda contain important information regarding federal and state requirements and implementation guidance for the operation of the USDA's school nutrition programs. They are available on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

## Program Guidance for School Nutrition Programs Webpage

The CSDE's [Program Guidance for School Nutrition Programs](#) webpage provides links to information regarding federal and state requirements and guidance for the USDA school nutrition programs. This webpage is the best starting point to search for information on specific topics related to school nutrition programs.

## School Lunch Tray and Table Talk

The School Lunch Tray (SLT) is the CSDE's weekly e-newsletter for Connecticut sponsors of the USDA's school nutrition programs. The CSDE's Table Talk webinar reviews the topics and information contained in each week's SLT. Connecticut sponsors may sign up to receive the weekly SLT e-newsletter by e-mailing [glenda.stuckey@ct.gov](mailto:glenda.stuckey@ct.gov). For more information, visit the CSDE's [School Lunch Tray and Table Talk](#) webpage.

# Key Information for Connecticut Claims Preparers for School Nutrition Programs

## Technical Assistance

Each Connecticut county has an assigned CSDE consultant to provide technical assistance for school nutrition programs. For more information, review the CSDE's document, *County Assignments for School Nutrition Programs*.

## Resources

Calendar of School Nutrition Program Requirements and Activities (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/SNPcalendar.pdf>

Claim Submission Schedule for Child Nutrition Programs (CSDE):

<https://portal.ct.gov/SDE/Nutrition/Claim-Submission-Schedule>

Connecticut Online Application and Claiming System for Child Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/CNP-System>

County Assignments for School Nutrition Programs (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

Eligibility for Free and Reduced-price Meals and Milk in School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Milk-in-School-Nutrition-Programs>

Meal Counting and Claiming for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Meal-Counting-and-Claiming-for-School-Nutrition-Programs>

Operational Memoranda for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Program-Guidance-School-Nutrition-Programs>

Overview of Meal Counting and Claiming Process (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/MealCount/Overview\\_Meal\\_Counting\\_Claiming\\_SNP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/MealCount/Overview_Meal_Counting_Claiming_SNP.pdf)

School Nutrition Programs User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/CNP\\_System\\_Access\\_SNP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/CNP_System_Access_SNP.pdf)

Program Guidance for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Program-Guidance-School-Nutrition-Programs>

School Lunch Tray and Table Talk (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/School-Lunch-Tray-and-Table-Talk>

# Key Information for Connecticut Claims Preparers for School Nutrition Programs

School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/School-Nutrition-Programs>



For more information, visit the CSDE's [School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/MealCount/Claims\\_Preparder\\_Information.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/MealCount/Claims_Preparder_Information.pdf).

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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